STANDARD FORM NO. 64
Approved For Release 2004/05/05 : CIA-RDP60-00594A005-00020119-7

Office Memorandum • United States Government

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- 3. Numbers in Clerical Induction Training. During the week of 22 April there were 18 people in Clerical Induction Training. Of those, 9 entered for the first time.
- 4. <u>Numbers in Clerical Orientation Training</u>. The Clerical Orientation program was not held the week of 22 April. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.
- 5. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 22 April were as follows:

	Tested	Qualified
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Typewriting	2	ı

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